O/O the Chief General Manager, Telecom Kerala Circle, Doorsanchar Bhawan Trivandrum-695033



No. HR-III/4-25/STS(Adhoc)/Scr/2012

Dated the 3<sup>rd</sup> Dec'2012

To,

The Heads of all SSAs/Units Kerala Circle

Sub: Preparatory work for promotion of executives SDEs to AGM/DE grade on adhoc basis calling of ACRs and Screening Committee report regarding.

Ref: Corporate Office letter no. 451-17/2011-12/Pers(DPC) dated the 30<sup>th</sup> Nov'2012.

Please refer to the above letter on the subject. As directed therein, you are requested to send the attested copy of APARs (Duly attested on all pages) for the period 2011-12 in respect of the officers mentioned in Annexure A & for the period 2007-08 to 2011-12 in respect of officers mentioned in Annexure B so as to reach this office not later than 10/12/2012.

Encl: Annexure A & B

Sd/-(Satish Ram) Additional GM(Admn./HR)